**Knowledge Assessment** Working with Themes, Quick Parts, Page Backgrounds, **Lesson 7**

And Headers and Footers

**True/False**

Circle T if the statement is true or F if the statement is false.

T F 1. A watermark is a text or graphic printed behind text.

T F 2. To edit a header or footer, you must triple-click to activate a header or footer.

T F 3. The Header & Footer Tools display in the Ribbon after a header or footer is inserted.

T F 4. Built-in headers and footers provide instant design.

T F 5. If you make any changes to the colors, fonts, or effects of the current theme, you can save it as a custom version and apply it to future documents.

T F 6. A picture can be inserted as a page background.

T F 7. A header and footer cannot be used in the same document.

T F 8. You can specify a different header for odd and even pages.

T F 9. Page colors are the background color of a page.

T F 10. A footer can contain text or graphics.

**Multiple Choice**

Select the best response for the following statements.

1. Building blocks can be sorted by all EXCEPT which of the following?

a. Name

b. Creator

c. Gallery

d. Category

2. \_\_\_\_\_\_\_\_\_\_ is a new option within the Quick Parts menu.

a. AutoComplete

b. Auto Organizer

c. AutoText Insert

d. AutoText

3. Identify the tiny program that includes a label for instructing you on the type of text to

include and a placeholder that reserves a place for your new text.

a. Placeholder

b. Fields

c. Content Control

d. All of the above

4. A document theme includes sets of which of the following?

a. Colors

b. Fonts

c. Effects

d. All of the above

e. None of the above

5. A line inserted around the page is called a \_\_\_\_\_\_\_\_\_\_.

a. Document page border

b. Border

c. Page border

d. None of the above

6. To preview a style or a theme, you must do which of the following?

a. Place your pointer over the choice

b. Print the document

c. Set up the document properties

d. It is not possible to preview a style or theme.

7. The \_\_\_\_\_\_\_\_\_\_\_\_ provides a way to manage building blocks by editing, deleting, and/

or inserting them.

a. Quick Organizer

b. Cover Page

c. Text box

d. Organizer

8. A \_\_\_\_\_\_\_\_\_\_ is a placeholder that tells Word to insert changeable data into a

document.

a. Field name

b. Field

c. Data field

d. Data source

9. Customized company logos applied to a page background is called a(n)\_\_\_\_\_\_\_\_\_\_.

a. MarkArt

b. Insert picture command

c. Watermark

d. SmartArt

10. In the \_\_\_\_\_\_\_\_\_\_\_\_\_dialog box, you can specify to insert a page border on only the

first page of a document.

a. Page Border

b. Borders and Shading

c. Page Border tab

d. Line Border